

Good afternoon. I hope everyone had a restful Thanksgiving. As requested in the last forum meeting we put together additional documents to assist you with developing your internal personal services processes. The updated categories to review are the following:

Waiver Language -- complete sample of a final waiver approved by the program.

Pre-approvals - complete sample of a final pre-approval.

Forum meeting summaries - auditing criteria and forum minutes

<http://www.colorado.gov/dpa/dhr/oversight/contracts.htm>

Our next forum is scheduled for Friday, December 12, at Red Rocks, Room 2301 beginning at 9:00 a.m. I'll be sending a final agenda December 8. If you would like specific topics addressed please let me know by COB Friday, December 5. Feel free to contact me with any questions. Thanks. Joi

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